ENGINERRING PROJECTS (INDIA) LTD
(ERO,Kolkata)
REQUEST FOR QUOTATION (RFQ)

EPI/ER/CON/GST/1370 *Date: 18.11.2025*

*Engineering Projects (India) Limited, Esatern Regional office (ERO),Kolkata is inviting Request for quotations (RFQ) from eligible CA/CMA firms who are fulfilling the eligibility criteria for appointing of agency to carry out the service of "**Conducting GST audit in accordance with GST legislation for F.Y. 2024-25 for the states (04 No.) under the control of our ERO Kolkata, i.e. West Bengal, Bihar,Odisha,Jharkhand**".*

Eligible CA/CMA Firms are requested to submit their best offer duly signed by authorized representative of the firm as per the given format of Quotation. Firm shall also submit the signed RFQ (all pages) as a token of acceptance of the RFQ terms and supporting credentials of the firm in support of their eligibility criteria.

Interested eligible firms are requested to submit their offer along with their supporting signed documents at our regional office by 25.11.2025 before 03.00 Pm in a sealed envelope at given address. EPI will not be responsible for postal any postal delay.

Documents to be submitted duly seal & signed by Authorized Person in support of Annexure-III

1. *Complete RFQ duly seal & signed as token of acceptance of all the terms & conditions. It is deemed that participants has peruse and accepted the RFQ terms and having establishment at Kolkata.*
2. *Price bid as per the format provided.*
3. *GST & PAN card, Cancelled Cheque*
4. *Valid Certificate of practice from Institute of Cost Account of India (showing more than three years of Practice)*

On the Top of the Envelop participant should mention the following:

Confidential Document, not to be opened before 24.11.2025.
Offer for RFQ No- EPI/ER/CON/GST Audit/2024-25/1370 Date: 25.11.2025

> ***Engineering Projects (India) Ltd.***
> *Eastern Regional Office*
> *EC-121, Sec-1, Salt Lake*
> *Near EC Market*
> *Kolkata-700064*
> *Tel No. 033-23217971 /7973*

The offer shall be opened on 25.11.2025 at 04.00pm at our office, on the address as given above.

Contact details:

Smt. Soma Baidya, DGM(F)
Mobile No: +91-9004989702

Shri J.K Mondal, DGM(Contracts)
Mob:9435409792

Encl:
1. *The turnover and list of on-going works (Running and Closed) for the FY 2024-25- Annexure-I*
2. *Scope of work –Annexure-II*
3. *Eligibility criteria –Annexure-III*
4. *Commercial Terms & Conditions –Annexure-IV*
5. *Format for Fees to be quoted –Annexure-V*

State	Project Code	PROJECT NAME	Status of Project
West Benga	3011010001	NEW KOLKATA DEVELOPMENT AUTHORITY	Running
West Benga	3011020001	R-BANK OF BARODA RESIDENTIAL & OFFICE BU	Not Started
West Benga	3011020002	R-BANK OF BARODA RESIDENTIAL & OFFICE BU	
West Benga	3001400816	R-IICB JADAVPUR(664)	Closed
West Benga	3010100120	C-ESI STFF QTR	Closed
West Benga	3010200824	R-NDMA CYCLONE SHELT	Closed
West Benga	3011100117	R-ESI BLDG SALT LAKE	Running
West Benga	3011100775	R-GARMENT PARK HOWRA	Closed
West Benga	3011100838	R-MINI SECRETARIATE	Running
West Benga	3011200826	R-IIT KHARAGPUR	Running
West Benga	3011200836	R-CRR- IIT KHARAGPUR	Closed
West Benga	3012100119	R-RENOVATION ESIC	Closed
West Benga	3012100121	R-RENOVATN ESI JOKA	Closed
West Benga	3012100124	R-ESIC SILIGURI	Closed
West Benga	3012100125	C- ESI SEALDAH	Closed
West Benga	3012100127	C-ESI MANIKTOLA	Closed
West Benga	3012100128	R-ESI HOSP MANIKTOLA	Running
West Benga	3012100129	R-ESIC HOSP&MED COLL	Running
West Benga	3012100827	R-ESIC BUDGE BUDGE	Closed
West Benga	3012100828	R-ESIC BELUR MAIN RO	Closed
West Benga	3012100829	R-ESICDURGAPURBURN	Closed
West Benga	3030100702	C-METRO BANSDRONI	Closed
West Benga	3030100703	C-METRO RAIL KUDGHAT	Closed
West Benga	3030100727	C-METRO PRANABNAGAR	Closed
West Benga	3081500840	R-GODOWN PROJECT	Running
West Benga	ERO	ERO	Running
West Benga	3042200001	NAMAMI GANGA	Running
West Benga	3080400901	ESIC JOKA AMC	Running
West Benga	3030300941	ANARA	
West Benga	3041300946	WATER TREATMENT PLANT AT SHALIMAR RAILWAY STATION	
West Benga	3013200001	STPI KOLKATA	Closed
West Benga	3080200856	NAMAMI GANGA - PRABHUPADA GHAT IISCON - MA\	Running
West Benga	3011400812	Construction of 0.25 Unit Girls Dormitory at 24 North	Not Started
West Benga	3011400813	Construction of 0.125 Unit Girls Dormitory for 24 stu	Not Started
West Benga	3041100969	PUBLIC HEALTH ENGINEERING DEPARTMENT,MIDNA	Running
West Benga	3041100971	PUBLIC HEALTH ENGINEERING DEPARTMENT,Malda,	Running
West Benga	3001400978	BENGAL UNITECH	Running
Odisha	3011100782	R-HIGH COURT BLDG	Closed
Odisha	3020100724	C-MCL BALINGA	Running
Odisha	2012410000	NTPC SUNDARGARH	Running
Odisha	3020400809	ROAD PROJECT SUNDARGARH-DMF	Running
Odisha	3030200837	ROB PACKAGE-3	Running
Odisha	3020400823	DMF SUNDARGARH PH-II-DMF	Running

Odisha	**3011400844**	SCHOOL RENOVATION-DMF	Running
Odisha	**3080400842**	DORMITORY - DMF	Running
Odisha	**3080400832**	ELECTRIC CREMATION FURANCE & LABOUR ACCOMN	Running
Odisha	**3085400811**	SHIFT. & CONST 33 KV-DMF	Running
Odisha	**3061300156**	RSP	Running
Odisha	**3011400890**	INFRASTRUCTURE DEVELOPMENT OF 232 SCHOOLS I	Running
Odisha	**3080400899**	DEVLOPMENT OF TRUCK PARKING AREA AT KOIDA &	Running
Odisha	**3015400900**	DEVLOPMENT OF MINI STADIUM AT KOIDA	Running
Odisha	**3080400914**	DEVLOPMENT OF TRUCK PARKING AREA AT GEETARA	Running
Odisha	**3030100810**	Construction of Main Line EMU Carshed (Phase 2) at	Running
Bihar	**3063030001**	R-COMFED DAIRY PLANT	Running
Bihar	**3063030002**	R-ICE CREAM PLANT	Closed
Bihar	**PATNA**	R-SUB REGIONAL OFFICE PATNA	Closed
Bihar	**3011100833**	R-BIHAR POL RAJGIR	Running
Bihar	**3030100774**	R-CPO NALANDA BIHAR	Closed
Bihar	**3011100001**	KBUNL MUZAFARPUR PKG	Running
Bihar	**3011400857**	NIPER HAZIPUR	Running
Bihar	**3030500098**	C-EC RAIL BAIDNATH D	Closed
Jharkhand	**3061300024**	C-UCIL PROJ-I	Closed
Jharkhand	**3061300025**	C-UCIL PROJ-II	Closed
Jharkhand	**2011510001**	NEW POLYTECHNIC INSTITUTE RANCHI	Running
Jharkhand	**2011500834**	GUMLA POLYTECHNIC INSTITUTE RANCHI	Running
Jharkhand	**2011200803**	R- C.U. JHARKHAND	Running
Jharkhand	**3041300932**	DRINKING WATER & SANITATION DEPT. AT DUMKA ,(	Running
Jharkhand	**3010300001**	JUDCO	Running
Jharkhand	**2011500835**	R-POLYTECHNIC GARHWA	Running

Annexure-II

SCOPE OF THE GST AUDIT FOR F.Y. 2024-25

Presently Eastern Regional office, Kolkata, has GST registration in four states namely West Bengal, Odisha, Bihar and Jharkhand. As per section 35 (5), CGST Act 2017, EPIL is required its account to be audited by a Chartered Accountant and shall submit a copy of the audited annual accounts, the reconciliation statement under sub section (2) of section 44 and such other document in form GSTR-9C, as notified vide notification no. 49/2018-Central Tax dated 13th September, 2018.

The broad scope of work will be:

- *The appointed firm are required to carry out GST for Principal place of Business and Additional places of Business assigned to them.*
- *To Issue GST Audit Report including requisite reconciliations and certification of specific, incidental and ancillary records as per requirements of the GST legislations.*
- *Vetting of Annual Return.*
- *Filing of Audit Report electronically along with necessary report/return as per provisions of GST laws.*
- *Audit shall be conducted in Eastern Regional Office at Kolkata.*
- *In connection with above audit, the guidelines issued by Institute of Chartered Accountants of India and/or Institute of GST accountants of India, if any, shall also be followed by the auditors to have uniformity across the company.*

Annexure- III

Eligibility Criteria:

S.No	***Particulars***	***Eligibility criteria-details to be furnished by the firm***
	Mandatory	
1	*The CA/CMA firm for appointment as GST Auditor should have at least three years of Practice* *(cut off date for eligibility - 31.3.2025)*	
2	*Audit team should consists of Minimum 1 CA /CMA ,2 paid Assistance* *Details of Manpower* *1. Name of ACA/CMA with Registration No.* *2. Name of paid 2 Nos Assistants*	
	Other documents ,if any (Not mandatory)	
3.	*Completion of GST/Cost/Statutory Audit Assignments in PSU companies if any* *(To be mention NIL in case not having experience for PSU companies.)*	

**Documentary proof to be given by the firms along with offer. The Bidder should have establishment in Kolkata.*

Date:
Place:

Name ------------------------------
Signature of the authorised Signatory/Partner
Membership No.:

<u>*Annexure – IV*</u>

Commercial Terms and Conditions for GST Audit Firms:

- *Invitation from the firms of Chartered Accountants/CMA are made in sealed quotations (one envelops one for Technical and one for Financial Bid) basis.*
- *Only firms with Local Registered Office at Kolkata are preferred to submit quotations.*
- *Quotations received shall be scrutinised based on the eligibility criteria along with financial bid of the all bidder(s) only shall be opened and the final selection will be made based on lowest financial quote who is fulfilling the eligibility criteria as per RFQ only.*
- *In case of non-acceptance of appointment letter of the selected firm, the firm placed next in panel may be offered appointment by the Regional Office. The offer once submitted by the firm has to be a binding offer and firm is not allowed to withdraw /modify the acceptance of appointment.*
- *Quotations received after due date and time shall not be accepted and rejected out-rightly without assigning any reasons.*
- *The auditor to be appointed only for One year i.e. for FY 2024-25.*
- *EPI reserves the right to cancel the appointment in case the performance of the firm is not satisfactory during the course of audit. The firm shall not have any right of claims due to such withdrawal of assignment.*
- *The audit report be submitted by the firm as per requirement of GST act & Provisions within due date as stipulated.*
- *Payment shall be released on completion and submission audit report as above.*
- *The books of accounts/records for various running or closed projects and other office will be made available at one location i.e. at the regional office, kolkata.*
- *The scope of work involved can be discussed with Smt Soma Baidya Dy General Manager Finance (Mob:9004989702) by the firms willing to quote.*
- *EPI reserves the right to reject, cancel, and postpone the process without assigning any reasons thereof.*
- *The firm shall be paid all Inclusive fees only plus Taxes thereon. Apart from Audit Fee, no conveyance or TA/DA shall be paid.*

***Time Period**: The Firms will be required to issue Audit report as per the requirements of the GST legislation within 45 days of the issue of appointment letter. The assignment shall be time bound and time shall be the essence of the assignment.*

***Deliverable**: The Auditors will be required to issue Audit Report in respect of each GSTIN as per the requirements of the GST legislation. Further, above audit report shall also be filed electronically as per the provisions of GST Laws, as amended from time to time. Requisite reconciliations and certification of specific, incidental and ancillary records as required by GST Laws shall also be done by GST Auditor.*

Preparation of Draft letter /Reply /providing calculation sheets to any legal notice related to GST /Tax related matter time to time within 3-4 days without any extra cost.

***Other Terms and Conditions**:*

- *The tenure would be FY 2024-25.*
- *The Company reserve right to accept/ reject any or all the offers without assigning any reason whatsoever therefore.*
- *Overwriting / correction/ erase and or use of white ink should be avoided in the offer. However if any overwriting/ correction/ erase is inevitable, the same should be authenticated by signature and seal of authorized person of applicant firm.*
- *Declaration that applicant Chartered accountants/Cost accountants Firms have not been banned/delisted/debarred from business by any PSU/Govt. Department during last 03 (three) years.*
- *Documentary evidences in respect of eligibility criteria by the applicant firms must be furnished along with the proposal.*
- *Proposal document shall have to be signed by the applicant firms with the firm's seal and document submitted along with the offer and shall also have to be authenticated by authorized signatory of the applicant firm with firm's seal.*
- *The Company reserve the right to accept or reject any or all the responses and to request additional submission or clarification from one or more applicants at any stage or to cancel the process entirely at its sole discretion without assigning any reason whatsoever.*
- *The firms are required to submit their PAN number and GST Registration number (if applicable) in their offer.*
- *Payments shall only be made through Electronic Mode, hence Bank Details need to be submitted at the time of acceptance of the appointment.*
- *Company shall deduct TDS/any other tax/levy as per prevailing rules/rates.*

Compliances / Declarations /Certificates by Firms on appointment:

- *The Chartered Accountant/Cost Accountant Firms shall not subcontract the assigned GST audit work.*
- *The Chartered Accountant/Cost Accountant Firms shall work in strict confidence and shall ensure that the related data or information in respect of the operations of the business is dealt with in strict confidentiality and secrecy.*

- *The assignment shall be completed within 15-12-2025.*
- *No partner of the Chartered Accountant/Cost Accountant Firms should be related to either CMD or any Whole Time Directors or Part Time Directors of the Company. Further neither the Chartered Accountant/Cost Accountant Firms nor its partner(s) or associates should have any interest in the business of the Company.*
- *The Chartered Accountant/Cost Accountant Firms shall be free from any disqualification.*
- *The partners holding Certificate of Practice issued by Institute of Chartered/Cost Accountants of India shall be in whole time practice.*
- *The Chartered Accountant/Cost Accountant Firms shall ensure that data given to them by the company and any information generated from the data provided shall not be used by the Auditor for any purpose other than the GST Audit.*

***Debarring Provisions**:*

The Audit Firm will be debarred from getting the GST audit or any other assignments of EPIL:

- *If the Firm obtains the appointment on the basis of false information/misstatement.*
- *If the Firm does not take up audit in terms of appointment letter.*
- *If the Firm fails to maintain/honour confidentiality and secrecy of the Company's data.*

Kindly submit your offer duly signed by authorized representative of your firm in a sealed envelope along with credentials of your firm in support of the eligibility criteria and terms and conditions to conduct GST Audit.

Annexure V

FORMAT FOR QUOTING FEES for FY 2024-25

S. No	***Name of the State***	***GST Audit Fees***	***CGST***	***SGST***	***Total***
1.	***West Bengal***				
2.	***Bihar***				
3.	***Jharkhand***				
4.	***Odisha***				
4.	***Total Fees***				

(Total Fees in words ____).

- *If taxes are not indicated in the above, then the offer shall be considered as inclusive of taxes and no extra payment shall be made by EPI.*
- *No DA/TA shall be payable.*
- *No Local Conveyance shall be paid or provided.*
- *ITDS at the appropriate rates shall be deducted as per rules in force.*
- *The total fees quoted shall only be payable irrespective of the maximum number of man-days put in by the firm for completing the assignments.*

Date: *Name ------------------------------*
Place: *Signature of the authorised*
Signatory/Partner
Membership No.